



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen O'Donnell, Acting, Director

MEMORANDUM

TO: CMS BCCS Employees

FROM: Doug Kasamis
Acting Deputy Director, CMS/BCCS

DATE: May 18, 2007

SUBJECT: Communication Outside of the Bureau or Agency

As you are aware, BCCS is responsible for providing various technology based services to CMS and State of Illinois agencies. Ultimately that responsibility rests on the employees of CMS and specifically those of this Bureau. While providing such services BCCS employees may have access to or become aware of certain information critical to the operations of the Bureau or that is potentially unique or of a confidential nature to CMS or a state agency.

As a result of the above, BCCS employees may be asked, by someone outside of CMS or a state agency (such as a vendor, an acquaintance, the press or someone else that you don't know) to share certain information or an opinion about the internal operations of the Bureau and possibly a specific state agency or its associated information. At this time I want to remind you that while not all information is necessarily critical and as a result may not need to be safeguarded, it is often difficult to distinguish between different types of information that should or should not be shared outside of the Bureau, CMS or a state agency. If you are not sure about sharing Bureau information or that of any state agency, please consult with your manager prior to sharing any such information. It is also important to make sure you really understand who you are speaking with and why they are asking you specific questions especially if it is someone you don't know. In almost every case, if you are unsure the best move is to redirect them to someone who is in a better position to respond.

In order to best provide consistent and accurate information when necessary to various persons or entities in the public, CMS has appointed a person to handle all such communications. Susan Hofer is the CMS Communications Manager. If you are approached by the press or someone whom you are not sure you should be sharing information with please direct them to Susan at (312) 814-8197 or susan.hofer@Illinois.gov for further information.

Thank you in advance for your full support in this effort to be consistent in how the Bureau responds to outside inquiries.